



Peace Corps – NEPAL

VACANCY ANNOUNCEMENT

(Announcement Number: 12-06)

OPEN TO: All Interested Candidates
POSITION: Cashier, Personal Services Contractor
OPENING DATE: February 17, 2012
CLOSING DATE: March 2, 2012
WORK HOURS: Full-time; 40 hours/week

The Peace Corps is a U.S. governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for fifty years in 139 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people. www.peacecorps.gov

BASIC FUNCTION OF THE POSITION

The Peace Corps program in Nepal places American Volunteers in two-year assignments in villages and towns across the country. Peace Corps is seeking experienced and qualified applicants for the full time contracted position of Cashier.

Under the direct supervision of the Director of Management and Operations (DMO), the employee performs the full range of Class B Cashier duties. The Cashier has full responsibility for the disbursement, accountability, examination, safekeeping, replenishment, and management of Post's Imprest fund. The Cashier deals directly with the US Disbursing Office (Financial Services Center), Peace Corps/Washington staff (including the Cashier Liaison and the staff of the Financial Management Office), local banks, vendors, Peace Corps/Nepal staff, Pre-Service Training (PST) contractors, and Volunteers. The Cashier makes payments to vendors, staff, and Volunteers via cash payments, ensuring that all such payments are valid, authorized, and properly documented and recorded. The Cashier is responsible for administering staff and Volunteer local and international travel, including preparing related authorizations and obligations, managing international reservations, and processing travel vouchers. The Cashier will serve as the U.S. Government Purchase and Travel Credit Card holder. The Cashier is also responsible for a variety of additional financial and administrative tasks as assigned by the DMO. It may be necessary to travel outside Kathmandu, occasionally overnight.

QUALIFICATIONS REQUIRED

- Bachelor's degree in accounting, business administration, or other economic/business discipline.
- 3-5 years relative to accounting/booking experience with American or international organizations. Previous responsibility for petty cash or Imprest funds.
- Level IV, both English and Nepali (written and spoken).
- Must be proficient in Microsoft Office computer applications, especially spreadsheets.
- Demonstrated ability to manage cash fund and analyze financial transactions, records, and reports.
- Demonstrated ability to meet deadlines, meticulous work habits, attention to detail, and the highest level of integrity and honesty.
- Demonstrated ability to understand, interpret, and communicate complex transactions, policies, procedures, issues and inquiries.
- Must be able to obtain class B Cashier certification.
- Must meet US Embassy security clearance requirements.

DESIRED QUALIFICATIONS: Working knowledge of Government accounting (allotment, commitment, obligation, liquidation). Previous supervisory experience with growing responsibilities is a plus.

TO APPLY

The United States Peace Corps is an Equal Opportunity Employer. Interested candidates should submit their CV and a cover letter in English addressing the qualification requirements by email to: 12.06Cashier@gmail.com. A confirmation email will be sent when your email is received.